

**A**Administrative  
**S**ervices  
**L**etter

**09-01**  
**Issuance of General Services**  
**Charge Cards**

Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	09-01
Distribution	All Employees	Date Issued	January 6, 2009
Subject	Issuance of General Services Charge Cards	Expires	When Canceled
Guide Section	<a href="#">Building Management</a>	Reference	Cancels ASL 93-11

The Department of General Services (DGS) has limited the use of the charge card to the following:

- To obtain a vehicle from the State garage.
- For taxi service in Sacramento. For a listing of taxi companies that accept the charge card, visit <http://www.travel.dgs.ca.gov/taxicab>.

In an attempt to limit the number of DGS Charge Cards maintained by ARB, employees who do not use these services frequently should obtain a charge card from their Division or Branch Office. Most Division or Branch Offices have "Pool/Loaner" cards available for general use for employees with infrequent need. If these services are used frequently, an employee may have an assigned charge card issued by submitting a Form 5, with authorization from their Division Chief, to the Administrative Services Division, Business Management Branch. Indicate on the request the name of the person that will be assigned the card.

If a charge card is lost or stolen, please report it immediately to the Business Management Branch at the phone numbers listed below. When an employee is transferring to another division or leaving the Air Resources Board, the issued card must be returned to the Business Management Branch, when obtaining signatures on the [Employee Check Out Form](#).

If you have any questions or need additional information, please contact the Business Management Branch at (916) 445-7578 in Sacramento, or (626) 575-7095 in El Monte.